



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: September 6, 2017

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 7, 2017 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Wednesday, September 20, 2017**. Applications will not be accepted after that time and date.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

OS I

Operations Supervisor
Region 5/District 9/Operations
Highways Project Implementation
Carbondale

Attachments
42213

Technical Applications [PM1080 rev 6/1/17](#)****must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, September 20, 2017**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Applications will be accepted from qualified permanent DOT employees only. Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



An Equal Opportunity Employer

Position Summary Sheet

Classification:	Operations Supervisor I	Salary Range:	\$6,075 - \$9,015
Position Title:	Operations Supervisor	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW751-23-59-502-00-02	IPR#:	42213

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation / Region 5 / District 9 / Bureau of Operations / 2301 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for preserving the highway investment and ensuring the safety and efficient operations of the primary and interstate routes by planning and directing the regular maintenance activities which requires optimizing the use of personnel, equipment, commodities, and other allocated resources. This position performs administrative/supervisory functions including: personnel issues, discipline, grievances, employee evaluations, accident reports, and leave slips.

Special Qualifications:

Required:

- Valid driver's license
- Districtwide travel and occasional statewide travel with overnight stays
- 24-hour call availability; and may require extensive periods of overtime
- Ability to wade in water and deal with animals, insects, rodents and snakes; and outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy, icy), active construction sites and roadways open to traffic

Desired:

- Three years college with the major courses of study being in pre-engineering, completion of a two-year program in civil engineering technology or a four-year degree in a scientific program other than engineer.
- Twelve years of engineering technician experience under the direction of a professional engineer with a minimum of three years in a supervisory position
- Ability to plan and direct efforts of work for efficient accomplishment of program objectives with minimum guidance/supervision
- Strong oral and written communication skills

Shift/Remarks:

7:00 am - 3:30 pm / Monday - Friday (30 minute lunch)

THIS POSITION IS COVERED UNDER THE REVOLVING DOOR PROHIBITION (RDP) POLICY.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	April 23, 2015	POSITION:	Operations Supervisor
APPROVED BY:	<u>Keith Miley</u>	OFFICE/DIVISION:	Highways /District 9/Bureau of Operations
CODE:	PW751-23-59-502-00-02	REPORTS TO:	Maintenance Field Engineer

Position Purpose

This position is accountable for preserving the highway investment and ensuring the safety and efficient operations of the primary and interstate routes by planning and directing the regular maintenance activities which requires optimizing the use of personnel, equipment, commodities, and other allocated resources. This position performs administrative/supervisory functions including: personnel issues, discipline, grievances, employee evaluations, accident reports, and leave slips.

Dimensions

Staff:	2-6 Direct, 15-65 Indirect
Annual Operating Budget:	\$0.4 Million to \$1.0 Million
Lane Miles of Highways Maintained:	3,765 which include Interstates 24, 57 & 64
Maintenance Teams/Counties:	Pinckneyville/Perry, Murphysboro/Jackson, Anna/Union, Cairo/Alexander & Pulaski, Mt Vernon/Jefferson, West City/Franklin, Marion/Williamson, Vienna/Johnson, Belgrade/Massac & Pope, Enfield/Hamilton & White, Harrisburg/Saline & Gallatin, Elizabethtown/Hardin

Nature and Scope

This position reports to a Maintenance Field Engineer. Reporting directly to this position are Highway Maintenance Lead/Lead Workers and Highway Maintainers.

This position is accountable for the day-to-day planning, organizing, coordinating, and inspection of Operations activities for an assigned geographic area. This position is unique in that it is a field position. Travel occurs throughout the assigned geographical areas as construction sites are away from the district headquarters and the incumbent's responsibilities cover most daily highway maintenance functions within that designated area. In addition, the incumbent is on call 24 hours per day, 7 days per week, 52 weeks per year. Due to the high visibility of maintenance activities, effective performance is essential if traffic disruptions are to be avoided, motorist safety is to be ensured, and adverse public and political reaction avoided. This position operates in an environment of almost continuous conflict. This is complicated by the fact that this position must carry out its responsibilities through supervisory and subordinate staff requiring not only technical proficiency but the need for an unusual aptitude for motivating and obtaining subordinate cooperation.

Typical problems involve performing a wide variety of maintenance functions and achieving satisfactory results in short periods of time without sacrificing the safety of the traveling public and employees. The greatest challenge to this position is to establish and maintain a work climate that results in productive subordinate performance, prompt response to unusual demands, and the development of a favorable image with the public.

This position takes emergency actions; directing erection of traffic control and supervision to correct pavement blow-ups, flood water conditions, snow removal, and other related highway safety hazards which may occur at any time; performing field checks of drainage problems; inventorying road systems within a specified area and

providing technical knowledge necessary for personnel to perform maintenance duties. The incumbent prepares special reports and responses to public complaints, inquiries and requests and serves as a liaison between the district and private citizens. S/He plans and implements maintenance work programs designed to maximize needs requirements within resource constraints through proper scheduling and resource allotments, continuous equipment usage and proper application of materials and work procedures so as to maintain acceptable levels of service; directs snow and ice control and emergency operations, adjusting schedules to meet such unusual demands; reviews Contract Maintenance and Day Labor jobs, i.e., concrete patching, routing and sealing, culvert repair, ditch cleaning, bump grinding, etc.; administers the Adopt-A-Highway Program in the field; ensures acceptable employee productivity and safety through on-the-job instruction covering work procedures, safety policies, equipment operations, work rules, personnel policies and union contract provisions; applies policies in a fair and consistent manner and provides for the security and safety of assigned facilities, equipment, and commodities. The incumbent conducts grievance/disciplinary grievances and provides Labor Relations with timely support in the resolution of such matters. The incumbent assists Labor Relations in negotiations of collective bargaining agreements and may be called upon to participate in the negotiation process. In conjunction with the Maintenance Field Engineer, s/he: counsels staff regarding work performance; approves time off; adjusts first-level grievances; effectively recommends/initiates discipline; prepares and signs performance evaluations; and coordinates staffing needs.

The incumbent accomplishes the accountabilities of this position through Highway Maintenance Lead/Lead and/or Lead Workers who supervise skilled and unskilled workers involved in the maintenance and repair of the highways and rights-of-way in his/her assigned geographical area.

The incumbent performs the duties within the constraints of union agreements, departmental and district policies and priorities, and must exercise considerable discretion in areas of maintenance management, budget administration, employee motivation, effective disciplinary action, working hours and overtime authorization and determining how best to respond to emergencies such as weather, the presence of hazardous materials, and accidents. S/He is constrained by all applicable state/federal guidelines. This position requires a valid driver's license; 24/7/365 emergency call-out availability with excessive overtime and travel throughout the district and some outside the district which could include overnight stays; the ability to wade in water and deal with animals, insects, rodents and snakes; and outdoor work in a variety of conditions including, but not limited to, inclement weather (hot, cold, wet, windy, muddy, icy), active construction sites and roadways open to traffic.

The incumbent has frequent contact with the Bureau of Program Development for participating in joint scoping of future roadway projects, in field checking construction plans, advertising control, right-of-way encroachments, and maintenance of excess land for future projects; the Bureau of Project Implementation during the construction season by visiting construction projects in search of any potential maintenance problems; the Bureau of Administrative Services, the central Labor Relations Section and the Office of Chief Counsel. The incumbent maintains continuous contact with local agency personnel, citizens, and elected officials to coordinate and explain maintenance activities.

The effectiveness of this position can be measured by the quality of road maintenance within the field area, accomplishment of work functions in order of priority, adherence to established policies and procedures when handling complaints or inquiries, and the degree to which efficiency, safety, and effectiveness are employed in the utilization and operation of Operations equipment.

Principal Accountabilities

1. Maintains acceptable standards of productivity through effective organization of work crews, proper allocation of resources, continuous equipment usage, and proper employee assignment and motivation. Participates in disciplinary and grievance resolution proceedings. Conducts, as required, investigations in conjunction with the district administrative staff and the district Operations Engineer.
2. Directs snow removal and emergency maintenance operations to ensure that state maintained roadways are safe and open to the traveling public.
3. Recommends revisions in project scope of work and proposed plans to minimize future maintenance problems.
4. In conjunction with the Maintenance Field Engineer, counsels staff regarding work performance; approves time off; and adjusts first-level grievances; prepares and signs performance evaluations; and coordinates staffing needs.
5. Meets with the local residents regarding complaints, access permits, and right-of-way problems.
6. Directs repairs, inventory, and allocations of equipment to team sections to ensure that all units are properly used, maintained, accounted for, and replaced.
7. Provides for proper traffic controls through maintenance areas.
8. Performs other duties as assigned.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.